



State of California
Employment Training Panel

Arnold Schwarzenegger, Governor

August 13, 2008

Michael Kerwin, President
NTMA Training Centers of Southern California
13230 East Firestone Blvd, Unit A
Santa Fe Springs, CA 90670

Dear Mr. Kerwin:

RE: **FINAL MONITORING VISIT** REPORT for NTMA Training Centers of Southern California (NTMA) – ET060293

Date of the Visit:	8/12/08
Beginning/Ending Time:	9:30 a.m. – 12:00 p.m.
Date of Last Visit:	11/1/07
Visit Location:	NTMA's Santa Fe Springs facility
Persons in attendance:	Norma Meza, ETP Coordinator, NTMA Marissa Tolentino, ETP Contract Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	6/30/06 – 6/29/08	Agreement Amount:	\$1,556,100
Training Start Date:	7/12/06	Number to Retain:	325
Date Training must be Completed:	3/31/08 or 1/1/08	Range of Hours:	300
Type of Trainee:	New Hire	Weighted Ave. Hours:	N/A

**Training must be completed by March 31, 2008 to allow for the 90-day retention period with the Agreement term. When a trainee is placed through temporary employment agencies, training must be completed by January 1, 2008 to allow for the 180-day retention period with the Agreement term.*

FINAL REPORT SUMMARY:

This Agreement was executed on June 19, 2006 and training began on July 12, 2006.

Your Agreement requires that all ETP training must be completed by March 31, 2008 to allow for the 90-day retention period with the Agreement term; or January 1, 2008, when a trainee is

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

placed through temporary employment agencies and must complete the 180-day retention period with the Agreement term.

However, in August 2007 ETP approved your request to extend the training period and complete all Class/Lab training by June 28, 2008 with the retention period commencing on June 29, 2008.

Ms. Meza reported that all training was completed on June 28, 2008.

Ms. Meza provided Ms. Tolentino with projected statistics for the closeout of the Agreement. According to your records at the time of this final meeting, you expect to retain a total of 122 (37% of planned retentions) New Hire trainees for a total reimbursement of \$584,136 (37% of the encumbered amount). Current records show that NTMA has been paid \$365,085. You will receive an additional \$219,051 if the anticipated number to retain is verified during the final fiscal closeout.

Ms. Meza stated that this is NTMA's 38th ETP Agreement and record keeping was not a problem. She indicated that you were not able to complete 100 percent in this Agreement because the ETP Training Program started slow during the first half of the Agreement with only 50 New Hire trainees enrolled. Also, NTMA staff made several marketing efforts to recruit New Hire trainees. However, responses weren't as fast as your previous ETP New Hire Training Agreements when ETP flyers were disseminated by EDD. It was only during the second half of the Agreement that NTMA efforts came through and you were able to enroll 106 additional trainees.

According to Ms. Meza, through ETP training, they were able to provide people who are unemployed the knowledge and skills to prepare them gainful employment in the manufacturing industry.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job #	Max to Retain	Enrolled	Dropped	Completed Training & Retention	In Retention	Cost per Trainee	Anticipated Total Earnings
1	325	158	36	70	52	\$4,788	\$584,136

Ms. Meza reported that the information found on the ETP Online System corresponds with your statistics. Ms. Meza stated that 52 trainees will complete their retention period by September 27, 2008.

ATTENDANCE ROSTERS:

During this visit, Ms. Tolentino reviewed Class/Lab Rosters for 11 Job 1 trainees billed on Invoices 15, 17, 17, 19 and 22 through 26. The attendance rosters reviewed contained the information required by ETP regulations; verified that the ratio of one trainer to 15 New Hire trainees specified in the Agreement Training Plan was adhered to; confirmed that the Agreement curriculum was provided as specified and validated the invoices for the completion of the required hours of training for enrollment and the Total Class/lab Training hours (300) required in this Agreement. Ms. Meza was advised that the records reviewed were only a sampling of records; therefore, your staff should verify that all your records are in conformance with ETP requirements for auditing purposes [Reference: Title 22 California Code of Regulations, Section 4442(b)].

INVOICES:

Ms. Tolentino advised you that the Final Invoice must be submitted within 30 days from the expiration date of the Agreement. However, since the retention period was extended up to 90 days after June 28, 2008, the Analyst will advise ETP Fiscal Unit that you will submit the Final Invoice by October 2008.

AUDIT:

NTMA will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Ms. Tolentino at (818) 755-1311 or by email at MTolentino@etp.ca.gov within ten (10) working days from the receipt of this letter.

Sincerely,

SIGNATURE ON FILE

Dolores Kendrick, Manager
North Hollywood Regional Office

SIGNATURE ON FILE

Marissa Tolentino, Contract Analyst
North Hollywood Regional Office

cc: Norma Meza, NTMA (via e-mail)
Master File
Project File

Date report mailed to Contractor: ____8/22/08__